



# CITY OF JANEVILLE

*Wisconsin's Park Place*

## **SPECIAL EVENT GUIDELINES**



Identifies process and procedures for obtaining approval of applications for special events on public lands.

[www.janesvillewi.gov/specialevents](http://www.janesvillewi.gov/specialevents)

specialevents@ci.janesville.wi.us

608-755-3030

Recreation Division  
Revised 1/25/23

# TABLE OF CONTENTS

## POLICIES & PROCEDURES

Policy Introduction.....	2
Special Event Definitions.....	2
Is My Event A Special Event.....	2
Special Event Application Checklist.....	3
Special Event Application Form.....	4

## ADDITIONAL EVENT APPLICATION ITEMS

Insurance Requirements/Obtain a Quote.....	4
Route & Area Maps.....	4
Pavilion/Picnic Grove Rentals .....	5
Temporary Class B Beer Permit.....	5
B5/B6 Zoning District Alcohol License .....	5
Bonfires/Firepits.....	5
Fireworks .....	5
Temporary Structures/Tents .....	5
Temporary Restaurant Application.....	6
Miscellaneous Licenses.....	6

## PLAN, PREPARE, PROCURE

Electrical Information/Utilities.....	6
Amplified Sound/Musical Performances .....	6
Public Health & Safety .....	6
Inappropriate Content/Signage.....	6
Security .....	6
Street Closure Requests.....	6
No Parking Signs.....	7
Parking .....	7
Toilet Facilities .....	7
Hand Washing Stations.....	8
Equipment Rental .....	8
Waste Collection & Recycling.....	8
Signage.....	8
Paint & Markings.....	8
Event Clean Up.....	8

## APPLICATION REVIEW & APPROVAL

Application Review .....	9
Event Approval and/or Denial .....	9
Post Event Evaluation .....	9

## EVENT TYPES

Festival Street.....	10
Community/Park/Athletic Events/Motorcycle Rides/Parades .....	11
Runs/Walks/Races/Bicycle Events.....	12



## POLICY INTRODUCTION

The City of Janesville has established a policy which permits adults, organizations, and agencies to conduct special events in the Janesville Park System or within the street right-of-way in accordance with the Janesville General Ordinance (JGO) 34-175 and (JGO) 34-458.

Our Guidelines document serves as an overview of the special event application process. Additional policies, procedures, and ordinances may apply. Event applications of all types are directed to the Recreation Division, regardless of approving authority. No person or organization shall conduct a special event on public property without first having obtained a Special Event Permit. All event sponsors and participants at all times must comply with applicable City, Park and other ordinances and State laws.

It is the goal of the City of Janesville to encourage and support public events and to provide necessary guidance in the planning stages. Public events are important to quality of life for our residents and assist with efforts to bring visitors into our community. Please know that special event policies, procedures and information packet is subject to change, as this document will be periodically updated.

## CONTACT US

Thank you for choosing the City of Janesville “Wisconsin’s Park Place” as the location for your public event. For additional information or inquiries, please visit:

Web: [www.janesvillewi.gov/specialevents](http://www.janesvillewi.gov/specialevents) \* Email: [specialevents@ci.janesville.wi.us](mailto:specialevents@ci.janesville.wi.us) \* Phone: (608)-755-3030  
Office: City Hall (Recreation Division, 1<sup>st</sup> Floor) 18 North Jackson Street, Janesville, WI 53548

## SPECIAL EVENT DEFINITIONS

**STREET CLOSING:** An activity requiring the temporary closing or partial closing of a public right-of-way for the purpose of conducting a parade, march, run, walk, neighborhood block party or other public assembly which would restrict the flow of vehicular or pedestrian traffic. **Approving Authority: Police Chief or Designee; Recreation Director,**

**PARK EVENT:** An organized activity held within a park, including a run, walk, festival, or any other type of event requiring the exclusive use of a portion of the park. **Approving Authority: Recreation Director**

**FINANCIAL GAIN:** Financial gain includes, but is not limited to, public events or activities held on public property at which any type of concession or sales occur, a registration fee is charged, an admission fee is paid, or donations are collected, thus generating revenue to the sponsor.

This includes any financial gain from the sale of beer or wine. Sponsors wishing to dispense beer must first secure a special event Class B Beer License. The sponsor must request the license from the City Clerk-Treasurer’s office a minimum of 15 days prior to the event (for returning events) New events must request the license by the 15<sup>th</sup> of the month prior to their event (ex: for June event, request by May 15). See information on page 3. **Approving Authority: Recreation Director, City Clerk-Treasurer**

## IS MY EVENT A SPECIAL EVENT?

If your event (public or private) is held on public property and includes one or more of the following items, it is considered a Special Event:

- Closing of a street, sidewalk, or other public right-of-way (must receive approval)
- Exclusive use of a park area
- Concessions, merchandise, or other items are to be sold
- An admission fee is charged and/or Donations are collected
- Beer or wine will be served to the public
- Fireworks are to be discharged
- A temporary structure larger than 20’x10’ or 200 square feet will be erected





# CITY OF JANESVILLE

## *Wisconsin's Park Place*

### Special Event Application Checklist

Event organizers should utilize this checklist for event planning purposes. In order for the City to begin the review of your event, at a minimum we will need event application and map showing event area (if applicable). All required documents and fees must be turned in before final approval can be given. As is shown in the Special Events Guidelines, **all application materials** (including Class B Beer Permit and Temporary Structure Permit where applicable) **must be submitted a minimum of 60 days prior to the event for new events**, and a minimum of 30 days prior for recurring events. "X'd" items are required for all event types

- ☒ Application for Public Special Event **(all event types)**
- ☐ Pavilion/Picnic Grove Rental Form **(if reserving a pavilion(s) for your event)**
- ☒ Copy of Certificate of Liability Insurance naming the City of Janesville as an additional insured **(all event types)** Include name, date and location of event in the description on the certificate.
- ☐ Map of proposed route for a run/walk/bike event or parade **(runs, walks, athletic activities, parades, etc.)** Map My Run website is preferable.
- ☐ Map of park area and/or street area showing proposed location of all facilities and services to include, but not limited to, concessions, rides, parking, fencing, portable toilets, tents, beer sales, music stage, recycling/waste collection sites, etc. **(all public or community park events)**
- ☒ A check made payable to City of Janesville for applicable Special Event Fees, pavilion or equipment rental fees. Cash or MasterCard/Visa is also acceptable. **(all event types)**
- ☐ Temporary Structure Permit (for tents larger than 10' x 20') (separate cash or check only and submitted to the Building and Development Services Dept., third floor, City Hall.) **(where applicable) Application is available on the website under Special Events.**
- ☐ Class B Beer Permit (separate check, cash, credit card and submitted to the Clerk-Treasurer's office, second floor of City Hall). **(Required for all events where beer/wine is sold or consumed) Application is available on the website under Special Events.**
- ☐ Fireworks Permit (separate check, cash, credit card and submitted to Clerk-Treasurer's office, second floor of City Hall. **(if applicable) Application is available on the website under Special Events.**

City of Janesville-Recreation Division  
18 N. Jackson St., P.O Box 5005  
Janesville, WI 53547-5005  
Phone: (608) 755-3030  
[www.janesvillewi.gov/specialevents](http://www.janesvillewi.gov/specialevents)



## APPLICATION INSTRUCTIONS, PLANNING, PROCESS

Please review the Guidelines before submitting any applications. Incomplete applications will be sent back to the sponsor for completion. Applications for new financial gain events or events involving a Class B Beer Permit must be submitted a minimum of 60 days prior to the event. Non-financial gain or recurring events must submit application a minimum of 30 days prior to the event. Events with significant road closure requests, particularly on main roads, should be submitted 90 days prior (for new events) or 60 days prior (for subsequent events). Large scale events may be required to submit a detailed safety plan or be required to add and fund additional security or police presence.

- **Complete Special Events Application.** The Special Event Application can be completed online at [www.ci.janesville.wi.us/specialevents](http://www.ci.janesville.wi.us/specialevents). Sponsors may also turn in completed paper applications in person at City Hall, Recreation Division, or by email at [specialevents@ci.janesville.wi.us](mailto:specialevents@ci.janesville.wi.us).
- **Submit Additional Application Items.** Items 1 and 2 are required and must be submitted with your application. Items 3-10 are needed if applicable. Visit [www.ci.janesville.wi.us/specialevents](http://www.ci.janesville.wi.us/specialevents) for documents.

### Required:

**1. Certificate of Liability Insurance:** All sponsors are required to provide a comprehensive general liability insurance policy naming the **City of Janesville** as the co-insured, including contractual liability insurance. **Please include the name, date and location of the event in the description area of the certificate.** The specific coverage form and insurance certificate must be presented to the Recreation Division a minimum of 30 days prior to the event. Events including individuals registering for an athletic event must require participants to complete a waiver provided by sponsor.

As a guide, policies with the following coverage may be used to cover the following events:

- \$5,000,000.00 Policy – Includes circuses and carnivals.
- \$1,000,000.00 Policy – Includes athletic events, fireworks boat, auto or bicycle races and concerts.
- \$500,000.00 Policy - Includes runs, walks, and festivals.
- \$300,000.00 Policy - Includes parades, trade shows, art and craft shows.

The City of Janesville, in its sole discretion, reserves the right to vary from the above schedule and require different kinds, levels, and amounts of insurance, depending on the particular facts and circumstances of a particular event.

### Do you Need Special Event Insurance?

If you don't have special event insurance or wish to inquire about obtaining "stand-alone" special event coverage for an event occurring in the community, you may do so by completing a form with event details. The form will be automatically sent to the third-party carrier Philadelphia Indemnity Insurance Company, who will review and follow-up with the requester. Event sponsor would pay liability insurance costs based off event type. A premium quote, policy and certificate of insurance evidencing coverage will be issued to the requestor prior to the event. At least 30-days advance notice is needed to underwrite and bind coverage. Important Note: Only credit cards are allowed.

To receive a quote and receive a certificate, start by completing the form: <https://www.cvmic.com/>  
Once on website click the second icon on the left that says "**Special Event Coverage Request**"

**2. Route and Area Map:** All events must include a map illustrating the route or area proposed. Sponsors can use such tools as the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create **legible** hand-drawn maps instead. Here are links to aerial maps for [Riverside](#), [Palmer](#) and [Traxler](#) Parks:

Events including concessions, amusement rides, parking, fencing, or portable toilets must also be featured on the map. Runs, Walks, Races, or Bicycle events must consider the following:

- Checkpoints must be located so that both the checkpoint and participant can be accommodated on the public right-of-way.
- Private property cannot be used without permission of the property owner.
- Race sponsors must provide road guides at all uncontrolled intersections.
- If the event includes swimming, the sponsor must provide certified lifeguards.

Sponsors are strongly encouraged to hold the event at the Town Square/Festival Street, Riverside Park, Palmer Park, Traxler Park, Monterey Park, Lustig Park, or designated trails. If outside a park, the route should include sidewalks, avoid high-traffic areas, and only cross streets at controlled intersections. Park pavilions and restrooms are closed mid-April to mid-October.

**If applicable:**

**3. [Pavilion/Picnic Grove Rental Form](#)** Pavilion Rental payment must be submitted by April 1, 2023 or the temporary hold will be lifted and the pavilion will be made available to another renter.

**4. [Temporary Class B Beer Permit](#):** A separate permit to sell beer or wine at your special event must be completed and returned to the Clerk-Treasurer's office on the 2<sup>nd</sup> floor of City Hall (Phone: 608-755-3070). The sponsor must request the license from the City Clerk-Treasurer's office a minimum of 15 days prior to the event for recurring events. First time events must apply by the 15<sup>th</sup> of the prior month to the event date to get ALAC consideration. The permit cost is \$10. Additional information and stipulations from the City of Janesville and State of Wisconsin are noted on the Permit application. The Alcohol License Advisory Committee meets the 1<sup>st</sup> Tuesday of every month and may set forth additional **restrictions on a case by case basis**. Ordinances regarding Class B Temporary special event licenses, including wristband requirements may be found on the City website under "I Want To", "View", ordinances. The ordinance is JGO 6-62 to JGO 6-65.

**5. B5/B6 zoning district alcohol license:** Special event organizers may request a separate permit to allow sale (from licensed establishments) and consumption of fermented malt beverages, coolers, wines and intoxicating liquors and carry and consume such alcohol beverages upon the closed public streets, sidewalks and terraces within an approved public event that includes street closure in the B5 or B6 zoning district. A separate application form and \$150 non-refundable fee for this permit must be submitted to the City Clerk-Treasurer's office no later than the 15<sup>th</sup> of the calendar month prior to the date of the event (i.e. event scheduled for June, application and fee are due by May 15). Wristbands must be provided by the event sponsor and all alcohol beverages must be in a plastic cup. Carry-ins are not allowed. Refer to file ordinance No. 2017-700, relating to Janesville General Ordinance 6-21, Article D for further clarification of this exemption and application process. Please contact the Clerk-Treasurer's office to discuss and request an application.

**6. [Commercial Vendors](#):** Contact information for any vendors must be included in this form. The sponsor's insurance must cover all vendors. All vendors at event must have written permission from event organizer. All vendors selling merchandise, food, etc. must have a WI sellers permit.

**7. [Fireworks Display Permit Request](#):** A [request form](#) to include fireworks at an event must be completed and returned to the Clerk-Treasurers office on the 2<sup>nd</sup> floor of City Hall (Phone: 608-755-3070). The permit cost is \$105. Requests must be submitted at least 30 days prior to the event date, and must include payment and proof of insurance as shown on the request form.

**8. [Temporary Structure/Tent Permit](#):** A [permit](#) for erecting temporary structures larger than 20'x10' or 200 square feet must be completed and returned to the Building Division on the 3<sup>rd</sup> floor of City Hall (Phone: 608-755-3060). Fees will be disclosed when the application is submitted. Sponsors

must contact Diggers Hotline at 800-242-8511 a minimum of 3 days before posts or stakes are driven into the ground. No stakes can be driven into paved surfaces. Inflatables not allowed.

**9. Temporary Restaurant Application** ([Rock County Health Department](#)): For Special Event Applications that denote food and beverage concessions. Completed applications can be sent directly to the Health Department. All food vendors must have a WI sellers permit, unless exempt.

**10. Miscellaneous Licenses:** All events must have all applicable licenses, including movie license, raffle license, etc. Amusement rides and portable propane tanks must comply with WI Admin. Codes.

## ➤ **Plan, Prepare, Procure:**

**Electrical Information/Utilities:** Contact the Rec. Div. to inquire about electrical outlets and amperage for city- locations. The sponsor is responsible to obtain any additional utilities on event grounds. Any temporary installation of electrical services must be approved in advance by the City with the cost assumed by the sponsor. Links for electrical maps for Festival Street/Town Square and Courthouse Amphitheater are available on the City website. Event organizers should work with vendors to ensure the amperage they need works for the outlets they will be situated by, or it is suggested Fuel must be kept in OSHA approved containers at least 20' from generators.

**Amplified Sound/Musical Performances:** Any event with amplified sound or musical acts must be respectful of their surroundings. The Janesville Police Department may request the sponsor to reduce the sound volume if public nuisance complaints are being generated. If a sponsor fails to reduce the sound volume, they shall be subject to a penalty as provided by the city ordinance, and the event may be shut down. Future applications for special events may be denied as well.

**Public Health & Safety:** All event organizers should have their own event safety plans and protocols. It is advised to have first aid kits, bloodborne pathogen kits, trauma kits, and sanitizing stations for public safety.

**Inappropriate Content/Signage:** Inappropriate, racist, demeaning, and other displayed signs, banners, or for sale items disparaging a protected class under Federal or state law during an event are not allowed. A violation of this provision may result in immediate closure of your event by the Recreation Director. Such violation(s) could be the basis for denial of future permit(s). Appeals of permit denial(s) for such violation(s) would be to the City Manager and her/his decision may be appealed to the Common Council.

**Security:** The sponsor shall be responsible for providing the necessary number of uniformed security personnel. The minimum number of security personnel on duty shall be one for every 500 participants. If a Class B Beer Permit has been issued, the sponsor must provide a minimum of two security or personnel in charge who will be assigned to the beer area. The sponsor is responsible for assuring all participants who consume alcohol are of legal drinking age. An emergency action plan may be requested by the Police Department, which may include crowd control, security, communications, and safety measures. The Police Department may determine an event requires officers assigned to event at expense of event organizer.

Event organizers can reserve from the Recreation Office (up to 24 if available) yellow safety vests for event staff/security staff to wear at the event at no charge. However, **they must be washed** prior to returning to our office.



**Street Closures:** Events requesting a temporary or partial street closure are required to provide a map indicating the location of the street closure requested. Some events requesting significant road closure may require submission of a traffic control plan (provided and paid for by the event organizer/sponsor) to the Recreation Division. The plan will be reviewed by the Janesville Police Department and other departments/divisions as appropriate. Sponsors for any events requiring the presence of Janesville Police Department Officers will incur an additional charge. Access is required for emergency vehicles and personnel during all street closure events, including a minimum 20 foot clearance on all roads, as well as no alleys or fire hydrants may be blocked.

Please know that main streets and truck routes will likely not be approved. A public/private partnership has allowed for a “Festival Street” in the downtown that allows for a road closure with safety bollards and other amenities. Events with road closure requests are encouraged to learn more about the Town Square and Festival Street (page 10) or by calling the Rec office for more information. Private gatherings and road closures may be limited.

By submitting an application for road closure request, the event organizer shall be responsible for contacting all property owners of adjacent property to the requested road closure or public parking lot closure to verify with them that there are no objections to the closure. Written documentation of these communications should be turned in with other event support material. Assistance can be requested from the City to provide property owner information. If the City is requested to send out letters additional charges will occur for envelopes, paper, and postage.

Sponsors are to obtain one or more of the following types of barricades for a street closure event:



All barricades are \$4 each; please request your amount and type on the Special Events Application. Sponsors can pick barricades up at the front desk of the City Services Center, 2200 US Highway 51 North, between 7:30a-2:30p the last business day before the event date.

**No parking signs:** If no parking signs are requested for your event, please contact Sgt. Rob Perkins in the Police Dept. via email at [perkinsr@ci.janesville.wi.us](mailto:perkinsr@ci.janesville.wi.us) at least 10 days prior to event. If the event is on Festival Street, the no parking signs on the street will be handled by the Parks Division staff and no contact with them is needed.

**Parking:** The sponsor shall provide an adequate number of individuals to control and regulate the parking of vehicles. The Janesville Police Department must be notified in advance if traffic control will be needed. Sponsors with large events are encouraged to establish parking in other areas and shuttle participants. Event organizers are encouraged to map out public parking areas near the event and communicate best parking options to event attendees. Parking on grass is prohibited unless approved in advance by the City.

**Toilet Facilities:** The sponsor's estimated attendance will dictate the provision of toilet facilities:

**With a Beer Permit:**

1 toilet for every 200 females; 1 toilet for every 300 males

**Without a Beer Permit:**

1 toilet for every 300 females; 1 toilet for every 500 males



If portable toilets are used, they shall be properly enclosed, emptied when full, and at least 100 feet away from any food preparation. Periodic inspection on behalf of the sponsor must be made to ensure that toilets are well-stocked and functioning properly. Ensure ADA accessible facilities.

Festival Street has access to the Transit Transfer Center Public Restroom Facilities (2 women's stalls & 1 men's stall and 1 urinal). Events with high expected attendance and food and drink consumption should provide additional porta potties in the Town Square or in parks. Use of private business restrooms should not be advertised for special event attendees to use, unless permission has been granted by business owner to event organizer. Location of toilets must be on event map.

**Hand Washing Stations:** Hand washing stations/sanitizer stations are required near porta potties and are recommended at various strategic locations throughout the event area. The City has 5-gallon water jugs with attached paper towel holders that can be reserved and utilized for stations which can be placed on a table, with buckets underneath for water and used paper towels. Event organizer would need to fill the jugs and supply hand soap, sanitizer and paper towels.

**Equipment Rental:** The Recreation Division has an equipment rental program that has numerous often used special event items that organizers can reserve ahead of time for use. Many items available are included on the special event application form for you to check off. Additional items can be found on the City website at [www.janesvillewi.gov/equipmentrental](http://www.janesvillewi.gov/equipmentrental). Set up, delivery, pick up and return of items are not included in the event or equipment rental fee and are the responsibility of the event organizer.

**Waste Collection and Recycling:** Sponsors are responsible for managing all waste and recyclables generated at their event. The Special Events Application requires you to choose from the following recycling methods:

- Self-collection using your own containers and bags;
- Self-collection using rented containers and purchased bags from the City; *available at the Recreation Division between 7:30a-4:30p the last business day before the event date. **Clean** containers must be returned the next business day. Sponsors returning containers requiring cleaning/replacement will be charged \$25 for cleaning and \$25 for each replacement.*
- Private hauler (ensure they separate recyclables).

Sponsors are also to provide adequate trash dumpsters to handle the anticipated amount of refuse. Events which provide food and beverage concessions are required to obtain contracted trash dumpster and pickup service. Please note the locations of receptacles on your event or route map. To encourage recycling, place the recycling bin next to the waste bin. All waste and recyclables must be removed within 12 hours of the event.

**Signage:** Event organizers wishing to place signage in the park to advertise in advance for their event, must receive approval from the City. The City will need to know the type of sign, how it will be mounted, and the contents of the sign.

Temporary signs which support an authorized community-wide civic or charitable event or drive, or which extend a message in connection with a holiday period are exempt from all provisions of this chapter except general regulations, provided such signs display the date of installation, are removed within 30 days after installation and carry no commercial advertisement. (Sec. 28-197. - Temporary public service signs). The City may approve banners to be put up in certain public areas for long term community events with review and approval (Sec. 28-191).

**Paint & Markings:** Paint cannot be applied to any public surface, structure or road. Spray chalk may be used to identify a run/walk course. The City has some for purchase. Any other temporary route markers must be removed by event organizer within a reasonable time or when requested if not.

**Event Cleanup:** Cleanup of the event grounds is the sponsor's responsibility. All waste, recycling, signage, and other event materials must be removed within 24 hours of the event. All portable objects such as tents, fencing, and portable toilets must be removed within 24 hours of the event's conclusion, unless specified differently in approval letter. Sponsors who neglect to clean up will be billed at a rate of \$40 per person-per hour, with equipment rental and materials billed at cost. Disposal of grey water, charcoal, and used cooking oil is prohibited in public parks or property. **Any damage done to city property will be billed at a rate of \$40 per person-per hour, with equipment rental and materials billed at cost.**

- **Application Review:** Upon receipt of a complete application, your event will be reviewed by the Recreation Division. The contents of your application, as well as additional event paperwork submitted, will be forwarded to the following City Departments or Divisions as necessary: Police Department, Fire Department, Public Works Department, Parks Division, Transit Division, Building & Development Division, or City Clerk-Treasurer.
- **Event Approval and/or Denial:** After a successful review process, an approval letter will be sent to the sponsor. Some letters describe a sponsor's approval contingent upon receipt of a particular document. For example, if the sponsor's insurance provider cannot produce a Certificate of Liability Insurance at least 30 days prior to the event, the City will provide a contingent approval until the Certificate is received.  
  
The Recreation Division Director and/or her/his designee reserves the right to deny a Special Event Permit if the event is incompatible with the park area, conflicts with other park activities, may result in street closure conflict(s), or for any other reason deemed a conflict by the Recreation Division Director.  
  
Any interested party may appeal to the City Manager from the decision of the Recreation Director and/or Police Chief Designee to issue or not to issue a permit (JGO 34-175 and JGO 34-458). Any interested party may then appeal to the Common Council from the decision of the City Manager to issue or not to issue a permit under these chapters.
- **Post Event Evaluation:** Within 60 days of the conclusion of your event, organizers may receive an evaluation form. Organizers are encouraged to send in the evaluation form to provide the city feedback on how we can better serve event organizers to have successful events in our community. Additionally, we ask that event organizers send us a few good pictures from the event to include set-up, volunteers, and people enjoying the event. We will use the pictures in promotional materials for public events on City social media and in future public event manuals. If event organizers have a Facebook page, we would love to share about your success on the Parks and Recreation page with a few pictures.





GET IN ON THE ACTION DOWNTOWN!

# TOWN SQUARE RENTALS

Host your special event in the heart  
of Janesville!

## AMENITIES INCLUDE:

- JP Cullen Memorial Pavilion (West Side) and Cope-Ryan Pavilion (East Side) available to rent
- Water feature with lights and music
- Street closure options
- Nearby parking, including handicapped parking
- Small watercraft launch/access to Rock River
- An adjacent great lawn area
- Pedestrian bridge for river crossing
- Public restrooms nearby
- Electrical outlets
- Zero-degree curbs for easy access
- Ice Age Trail access



## SPECIAL EVENT CHECKLIST

*All forms and payment are to be turned into the Recreation Division unless otherwise noted.*

### COMMUNITY/PARK/ATHLETIC EVENTS, MOTORCYCLE RIDES, PARADES:

\_\_\_ Special Event Application

\_\_\_ Copy of Certificate of Liability Insurance

\_\_\_ Payment: *Varies by attendance and duration of event as described in Special Events Application. Payment may be made in person at City Hall, Recreation Division, or mailed in with paperwork. Cash, Checks payable to City of Janesville, MasterCard or Visa accepted. Credit card information may be phoned in to the office for payment, once all applicable paperwork is received for the event.*

\_\_\_ Map of park area showing proposed location of all facilities and services to include one or more of: Concessions, rides, parking, fencing, trash and recycling receptacles, portable toilets, or tents. Use the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create **legible** hand-drawn maps instead.

\_\_\_ Parade Map of Street Closure: *Sponsors are encouraged to use the City's official downtown parade routes. If sponsors request another route, the map must include direction of travel, assembly and dispersal area.*

\_\_\_ Motorcycle Ride Map of route: *A map including direction of travel, assembly and dispersal areas, checkpoints, and location of road guides must be submitted. Additionally, the map shall include the location of any/all facilities and services such as: Parking, fencing, trash and recycling receptacles, portable toilets, tents, concessions, etc. Use the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create **legible** hand-drawn maps instead.*

\_\_\_ Pick up and pay for rental equipment: *Unless otherwise noted in the Application, rental equipment can be picked up and paid for at City Hall, Recreation Division during regular business hours on or before the date of the event. Other items can be picked up at the Janesville Senior Center, 69 S. Water St, or City Services Center, 2200 US Highway 51 North, between 7:30a-2:30p on the last weekday prior to the event.*

\_\_\_ Clean up of event signage, materials, and debris within 12 hours of event conclusion

\_\_\_ **If Applicable:** Copy of Temporary Structure Permit (For tents larger than 200 square feet). Permit and payment must be submitted to Building Division (City Hall, Third Floor). The permit cost is determined by size of tent with a minimum permit fee of \$100. Payment must be made by separately at the Building Division's 3<sup>rd</sup> floor service window. Call 608-755-3060 for more information. Sponsors must also contact Diggers Hotline at 800-242-8511 a minimum of 3 days before posts or stakes are driven into the ground. No stakes may be driven into paved surfaces.

\_\_\_ **If Applicable:** Pavilion/Picnic Grove Rental Form, and Payment. Payment must be paid in person at City Hall, Recreation Division. Cash, Checks payable to City of Janesville, MasterCard or Visa accepted.

\_\_\_ **If Applicable:** bonfire/firepit permit

\_\_\_ **If Applicable:** Fireworks Permit. Submit Permit & payment to Clerk-Treasurer's Office (City Hall, Second Floor) at least 30 days prior to the event date. Payment must be made by separate cash or check.

\_\_\_ **If Applicable:** Temporary Restaurant Application. (For special events including food and beverages.) Applications are submitted to the Rock County Health Department.

\_\_\_ **If Applicable:** (Required for all events where beer/wine is sold or consumed) Copy of Class B Beer Permit. A completed permit and \$10 payment must be submitted to the Clerk-Treasurer's office (City Hall, Second Floor) a minimum of 15 days before the event.(or by the 15<sup>th</sup> of the month prior to event date for first time events) Payment can be made by separate cash, check, or MasterCard/Visa.



## **RUNS, WALKS, RACES, BICYCLE (non-motorized) EVENTS:**

\_\_\_ Special Event Application      \_\_\_ Copy of Certificate of Liability Insurance

\_\_\_ \$90 Application Fee: Payment may be made in person at City Hall, Recreation Division, or mailed in with paperwork. Cash, checks payable to City of Janesville, MasterCard or Visa accepted. Credit card information may be phoned in to the office for payment once all applicable paperwork is received for the event.

\_\_\_ Map of route: A map including direction of travel, assembly and dispersal areas, checkpoints, and location of road guides must be submitted. Additionally, the map shall include the location of any/all facilities and services such as: Parking, fencing, trash and recycling receptacles, portable toilets, tents, concessions, etc. Use the City's [GIS page](#), [Google Maps](#), [Map My Run](#), or create **legible** hand-drawn maps instead.

\_\_\_ Pick up and pay for rental equipment. Unless otherwise noted in the Application, rental equipment can be picked up and paid for at City Hall, Recreation Division during regular business hours on or before the date of the event. Other items can be picked up at the Senior Center, 69 S. Water St, or City Services Center, 2200 US Highway 51 North, between 7:30a-2:30p on the last weekday prior to the event.

\_\_\_ Clean up of event signage, materials, and debris within 12 hours of event conclusion. **Use of spray paint on pavement is not permitted. If routes are to be marked, the only acceptable material is "Air Chalk", which may be purchased directly from the Recreation Division.**

\_\_\_ **If Applicable:** Copy of Temporary Structure Permit (For tents larger than 200 square feet). Permit and payment must be submitted to Building Division (City Hall, Third Floor). The permit cost is determined by size of tent with a minimum permit fee of \$100. Payment must be made by separately at the Building Division's 3<sup>rd</sup> floor service window. Call 608-755-3060 for more information. Sponsors must also contact Diggers Hotline at 800-242-8511 a minimum of 3 days before posts or stakes are driven into the ground. No stakes may be driven into paved surfaces.

\_\_\_ **If Applicable:** Pavilion/Picnic Grove Rental Form, and Payment. Payment must be paid in person at City Hall, Recreation Division. Cash, Checks payable to City of Janesville, MasterCard or Visa accepted.

\_\_\_ **If Applicable:** Commercial Vendor Form

\_\_\_ **If Applicable:** Temporary Restaurant Application. (For special events including food and beverages.) Applications are submitted to the Rock County Health Department.

\_\_\_ **If Applicable:** Copy of Class B Beer Permit. A completed permit and \$10 payment must be submitted to the Clerk-Treasurer's office (City Hall, Second Floor) a minimum of 15 days before the event (for recurring events). Permit and payment must be submitted to Clerk Treasurer's office by the 15<sup>th</sup> of the month prior to the event date for new events in order to be placed on ALAC agenda the first Tuesday of the month. Payment can be made by separate cash, check, or MasterCard/Visa.

**Neighborhood Block Party requests fill out a separate application.**